

LANL Visitor General Employee Training (VGET) Program

General Information

Visitors who will be at the Laboratory for more than 10 workdays in a 12-month period may be eligible to take Visitor General Employee Training (VGET) instead of the standard General Employee Training (GET).

VGET is a brief “read-and-sign” training course designed to ensure that visitors to the Laboratory are adequately informed of expected administrative, environmental, safety, health, and security behaviors while at the Laboratory.

VGET is not equivalent to GET, and it does not prepare visitors with the training necessary for unescorted access to nuclear facilities and areas controlled for radiological purposes. Visitors requiring unescorted access to these areas must pass the General Employee Radiological Training (GERT) examination. To register visitors for GET or the GERT examination, call the PS-13 registrar at 7-0059 between 8:00 AM and noon or email esh-registration@lanl.gov.

How VGET Works

Line managers determine eligibility of individuals visiting their facility for the VGET program, in accordance with the *Administrative Policies and Procedures Manual* (AM) (<http://admin-manual.lanl.gov/>). The term “Laboratory visitor” is defined in AM 616.03 as “. . . any individual visiting the Laboratory for work-related reasons or to attend Laboratory-sponsored meetings.”

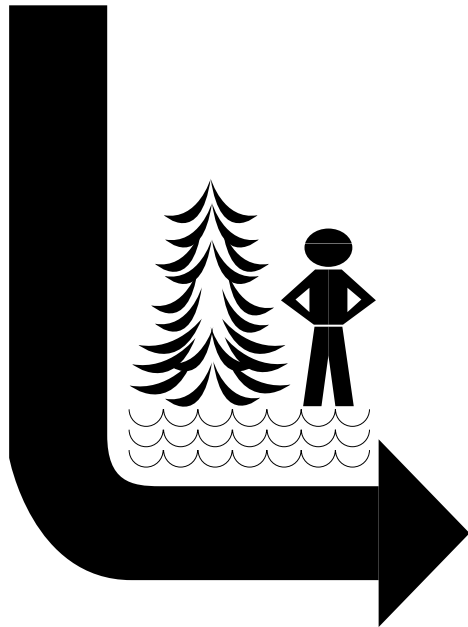
Visitors must read the course materials on the following pages and sign a roster, verifying that they read and understood the materials and had the opportunity to ask questions about the materials. Each visitor’s name on the roster must be accompanied by his/her Z number. The roster must be signed by the host organization’s group or division designated training generalist (DTG) or manager (deputy group leader and above).

Send a readable copy of the roster to PS-13 Data Entry, MS J596, for VGET credit in the Employee Development System (EDS).

When multiple facilities are visited, redundant training can be avoided by accessing the visitor’s transcript in EDS (course number 12749) to verify that he/she has taken VGET.

Los Alamos Visitor Guide

to Environment, Safety, Health, Security, and Administrative Responsibilities



Welcome

Welcome to Los Alamos National Laboratory. Our policy is to

- provide you with a safe, secure, and healthful environment during your visit;
- inform you of the hazards and the protective measures associated with areas you visit; and
- notify you of your responsibilities regarding environment, safety, and health (ES&H), security, and general administrative policies.

General Visitor Information

Description of Facilities

Los Alamos National Laboratory is operated by the University of California for the National Nuclear Security Administration (NNSA) of the United States Department of Energy (DOE). The Laboratory comprises 43 active technical areas on 40 square miles of land. Technical Area 3 (TA-3) contains the Administration Building, the Badge Office, the Otowi Building (personnel offices and cafeteria), and the J. Robert Oppenheimer Study Center (main library). Each Laboratory building is identified by technical area number and building number. These numbers are posted on an outside wall and sometimes on a sign in front of the building.

Who Is a Laboratory Visitor?

You are considered a Laboratory visitor if you are here for work-related reasons or to attend Laboratory-sponsored meetings. Areas of the Laboratory open to visitors include the Badge Office, Otowi Building Cafeteria, J. Robert Oppenheimer Study Center, and the Bradbury Science Museum.

For more details, your host should refer to AM 616.

Visitor Responsibilities

Visitors have ES&H, security, and administrative responsibilities similar to those of Laboratory employees and are expected to abide by Laboratory policies. Visitors not complying with these policies may be asked to leave the Laboratory. Your host will answer any questions regarding your responsibilities during your visit.

Visitors with Clearances

If you have a security clearance from another site, you will receive the appropriate training before being allowed unescorted access to Laboratory facilities.

Safety and Security Policy

Safety and security will never be compromised for programmatic or operational needs. To meet both moral and business imperatives, employees, contractors, and guests will strive to have zero injuries and illnesses on and off the job, zero safeguards and security incidents, zero environmental incidents, zero ethics incidents, and zero people mistreatment incidents. (Safety includes environment, safety, and health. Security includes safeguards and security.)

Safety and Security Requirements

Stop Work

Stop work when an activity presents a safety or security concern. Correct the problem immediately if you can without threatening life, injury, or security. In all other cases, notify your supervisor immediately.

Reporting Hazards

Report safety and security concerns to the appropriate supervisor, your host, the ES&H Hotline at 5-7233, or the Security Help Desk at 5-2002.

Lockout/Tagout

Red locks and tags are used to prevent the startup of equipment and machinery during servicing and maintenance. You must not attempt to operate equipment or machinery that is locked and/or tagged out or to remove or bypass the locks and tags. Ignoring lockout/tagout practices has serious consequences ranging from serious injury to death.

Safeguards and Security Requirements

The Laboratory maintains a Safeguards and Security Program to support programmatic goals and prevent theft or diversion of special nuclear material, industrial sabotage, radiological sabotage, espionage, loss or theft of classified matter or government property, and other hostile acts that may adversely affect national security or public health and safety.

Computer Use

Laboratory computers, programs, and data (classified and unclassified) are protected. Computer security training is required to access Laboratory computers. Before using a Laboratory computer, contact your host or the Cyber Security Team at 5-1795.

Random Searches

Laboratory security personnel perform random searches of persons, buildings, parking lots, and other areas to help maintain a safe, drug-free workplace and to prevent theft of government property. You and your vehicle are subject to search while at the Laboratory.

Prohibited Articles

Dangerous weapons, explosives, and other instruments or materials likely to cause personal injury or property damage are not allowed in Laboratory-operated facilities unless they are government property or are specifically authorized.

Controlled Articles

Personal items such as cameras, cellular telephones, copying or reproduction devices, recording or transmitting devices, computers, software, and peripherals are admitted only if specifically authorized. Check with your host before bringing these items onto Laboratory property.

Drugs and Alcohol

The Laboratory maintains a workplace free of alcohol and illegal drugs.

Reporting Improper Activities

To report theft or misuse of government property, call the Internal Evaluations Group at 5-6159. To report waste, fraud, abuse, or violations of Laboratory policies, call the Whistleblower Hotline at 5-9999.

Administrative Policies

Government Property

Government property may be used only for official government purposes. Property includes computers and software, copying and facsimile machines, interoffice and electronic mail services, telephones, and vehicles. Necessary local telephone calls are allowed, but they must be short and infrequent.

Political Activities

Campaigning, soliciting, or accepting political contributions on Laboratory property is not allowed. You may wear campaign buttons and discuss your political views.

Smoking

Smoking is allowed only in posted areas of Laboratory buildings. Smoking is not allowed in government vehicles, taxis, or aircraft. Outdoor smoking is allowed if it does not present a fire hazard, smoke does not enter buildings, and smoking material is extinguished and disposed of in an appropriate receptacle.

Harassment Prevention

The Laboratory is committed to take reasonable steps to provide a work environment free from all forms of harassment on the basis of sex or any other legally protected category. Other protected categories include race, color, national origin, religion, physical or mental disability, age, medical condition (cancer-related or genetic characteristics), ancestry, marital status, sexual orientation, or certain status as a veteran. Report complaints of harassment to the appropriate supervisor, your host, and/or the Staff Relations Group at 7-8730.

Workplace Violence

Violent behavior and threats of violence are prohibited. If you believe that immediate action is required to respond to a threat to life or to a situation that could result in serious bodily harm, call 911 and then notify the appropriate supervisor.

Emergency Information

Your host should give you instructions regarding what to do in an emergency.

Here are some helpful ES&H- and security-related telephone numbers for your use. Be sure to notify your host after calling for emergency assistance.

Emergencies

Call 911
or the Emergency Management and Response
(EM&R) Office 7-6211

Nonemergencies

EM&R Office 7-6211

Security Questions/Concerns

Security Help Desk 5-2002
Protection Technology Los Alamos 7-4437



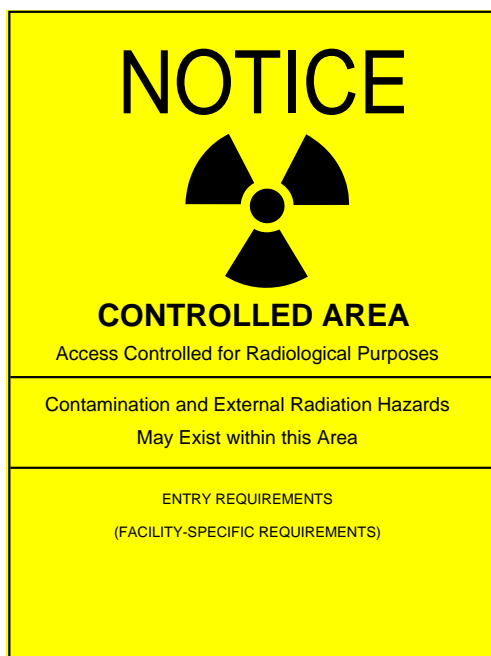
Los Alamos NM 87545

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Radiological Hazards

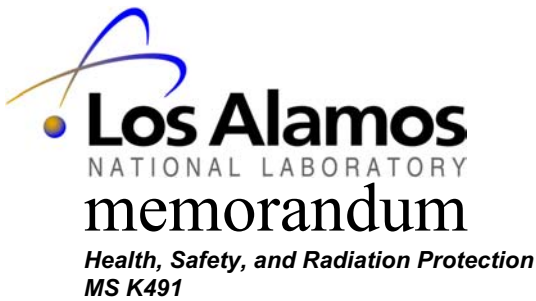
Radiological hazards are distinctively marked for your protection. These hazards may be in the form of radioactive materials or radiation-producing machines, such as x-ray generators. Areas with radiological hazards are marked with signs. These signs may be used in combination with physical barriers. Materials and machines with radiological hazards are typically marked with tags or labels. Additionally, radiological hazards may be marked by yellow and magenta (a purplish red color) tape, rope, ribbon, or plastic chain.

The first warning of a radiological hazard you should encounter is a “Controlled Area” sign, as shown below, with black lettering and a black “trefoil” on a yellow background. The trefoil is an international symbol for a radiological hazard. The lettering and trefoil may also be in magenta.



You may find these signs on doors to rooms or buildings, on fences, or at any access point to an area controlled for radiological hazards. You must not enter areas marked with radiation warning signs without an escort approved by your host unless you have completed the training required at the facility.

Failure to obey radiation warning signs may result in hazards to your health and/or expulsion from the Laboratory. Discuss potential radiological hazards with your host or a radiological control technician (RCT). Alternatively, contact the Health Physics Operations Group (HSR-1) at 7-7171.



To/MS: New Employees at the Los Alamos Site
From/MS: Lee McAtee, HSR Division Leader
Phone/Fax: 7-4218 / Fax 5-3811
Symbol: HSR-DO:02-063
Date: November 19, 2002

NOTIFICATION OF NIOSH WORKER HEALTH AND SURVEILLANCE STUDY

As the Leader for Health, Safety, and Radiation Protection Division at the Los Alamos National Laboratory, I am providing this notification to support your General Employee Training as a new worker at the Laboratory. The information was shared previously with current and former workers at Los Alamos.

The National Institute for Occupational Safety and Health (NIOSH), under agreement with the U.S. Department of Energy (USDOE), is continuing health and surveillance studies of current and former workers at DOE facilities. These studies are carried out by NIOSH, either directly or through subcontractors such as universities.

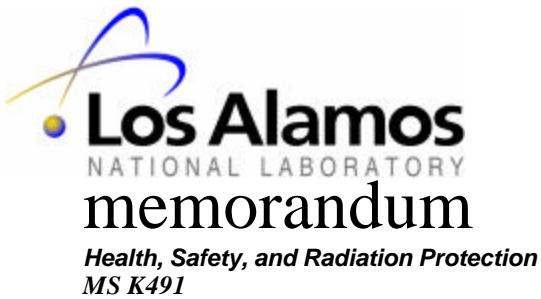
One of these studies includes current or former workers at the Los Alamos site and is part of a multi-site case-control study of leukemia and ionizing radiation. Conducted by a NIOSH research team, the study compares the prevalence of risk factors, such as exposure to ionizing radiation, among workers who developed leukemia and selected co-workers who did not develop this disease.

The study protocol containing a more detailed description of this study is available at the LANL Community Relations Office and Public Reading Room, located at 1619 Central Avenue, Los Alamos.

Questions regarding the study may be directed to the Principal Investigator, Dr. Mary Schubauer-Berigan at (513) 841-4251 or mschubauer-berigan@cdc.gov.

JLM:JFF:ds

Cy. J. Holt, AD-OPS/A104
B. Stine, AD-OPS/A104
S. Gibbs, AD-OPS/A104
J. Johnson, AD-OPS/A104
K. Johnson, PS-13/J596
P. Thullen, HSR-DO/K491
L. D. Wiggs, HSR-2/MS D421
IM-5/A150
HSR-DO File



To/MS: ALL EMPLOYEES
From/MS: James L. McAtee
Phone/Fax: 7-4218/Fax 5-3811
Symbol: HSR-DO:03-023
Date: March 31, 2003

ANNUAL NOTIFICATION EMPLOYEE ACCESS TO EXPOSURE AND MEDICAL RECORDS

As the Laboratory's Division Director for Health, Safety, and Radiation Protection, I am pleased to provide annual notification as to your right to access your exposure and medical records maintained by the Los Alamos National Laboratory. This notification is in accordance with 29 CFR 1910.1020 – Occupational Safety and Health Standards (Access to Employee Exposure and Medical Records) that requires notification to employees at the time of hire and annually thereafter as to 1) the existence, location, and availability of such records, 2) the custodians responsible for maintaining and providing access to these records, and 3) the right of access to these records.

Be advised that you have the right to access your records. Also be advised that the following Laboratory organizations are custodians of such medical or exposure information. These organizations will assist you in acquiring access to your medical and exposure (or sampling) records:

- * HSR-1, Health Physics Operations (7-7171), for information regarding radiological workplace surveys;
- * HSR-2, Occupational Medicine Medical Records Team (7-7845), for access to personal medical information;
- * HSR-2, Occupational Medicine Employee Assistance Program (7-7339), for personal counseling information;
- * HSR-5, Industrial Hygiene and Safety (5-3270), for information regarding chemical, physical, and biological monitoring/sampling data, hazards inventories, and safety investigations; and
- * HSR-12, Radiation Protection Services (5-0398), for information regarding personal radiation dosimetry.

Managers are requested to post this notification on general information bulletin boards in appropriate areas.

VGET Roster

Course Number 12749

For satisfactory completion of the Visitor General Employee Training (VGET) Program, the worker must sign below, verifying that he/she read and understood the reading assignment and had the opportunity to ask questions. Send completed rosters to PS-13 Data Entry, MS J596.

Name (print)	Org.	Z #	Date	Signature

DTG or Manager _____ Org. _____
(Print)

(Signature)